



September 5, 2008

\*\*This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.\*\*

## Grant Programs

*ACG, National SMART Grant, Pell Grant, and TEACH Grant*

### COD News

**NEW!**

#### **Issue Resolution – Schools Cannot Import 2007-2008 Pell Grant Reconciliation Reports Generated by COD System on September 4, 2008 (09/05/08)**

In a [September 5, 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#), Federal Student Aid informed schools of an issue with the header and trailer sections of 2007-2008 Pell Grant Reconciliation Reports that it sent on September 4, 2008 to the Student Aid Internet Gateway (SAIG) mailboxes of all reporting schools with at least one funded 2007-2008 Pell Grant disbursement. The issue impacted the ability to import the file. Federal Student Aid had previously informed schools that it would send 2007-2008 Reconciliation Reports to schools' SAIG mailboxes to assist with final reporting before the September 30, 2008 processing deadline for 2007-2008 Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Federal Pell Grant (Pell Grant) awards (see [the September 3, 2008 Electronic Announcement on the IFAP Web site](#)).

Federal Student Aid has identified and corrected the issue that affected the 2007-2008 Pell Grant Reconciliation Reports. Due to the mass generation of the reports, Federal Student Aid used a "pseudo" Pell ID in the header and trailer of each file. In its creation of the Batch ID that included this "pseudo" Pell ID, Federal Student Aid inadvertently omitted the required #C. The omission of the #C resulted in the inability to import the files.

On September 5, 2008, Federal Student Aid will resend the 2007-2008 Pell Grant Reconciliation Reports. A school will be able to distinguish the resent report by its Batch ID. The Batch ID in the header and trailer of each resent report will include the "pseudo" Pell ID, #C, and the September 5, 2008 date.

After Federal Student Aid resends the 2007-2008 Pell Grant Reconciliation Reports, it will continue with its mass generation of the 2007-2008 ACG Reconciliation Reports and the 2007-2008 National SMART Grant Reconciliation Reports. The ACG and National SMART Grant reports will be sent for the first time on September 5, 2008.

Again, Federal Student Aid apologizes for the inconvenience caused by this issue and thanks you for your patience and understanding. If you have any questions about the 2007-2008 Reconciliation Reports, contact the COD School Relations Center at 800/474-7268. You may also e-mail [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com).



### End of Federal Fiscal Year 2008 – Impact on Funds Availability (09/04/08)

Tuesday, September 30, 2008 marks the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including G5 (formerly GAPS), will be on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2008. These interruptions will impact how the COD System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:

- **Monday, September 15, 2008 through Friday, September 26, 2008** – Financial processing between the COD System and G5 will be reduced to once every evening (instead of the normal twice-a-day, morning/evening processing). As a result, early morning processing will be completed in the evening. Current Funding Level (CFL) changes and funding could be delayed by a day.
- **Friday, September 26, 2008 through Wednesday, October 1, 2008** – The COD System will accept Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) records. However, after 10:00 A.M. (ET) on Friday, September 26, 2008, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 until Thursday, October 2, 2008.

All actual disbursements with a disbursement date from September 26, 2008 through October 2, 2008 must be received by the COD System **no later than 10:00 A.M. (ET) on Friday, September 26, 2008**, and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 2, 2008 will be funded after G5 re-opens on October 2, 2008.

**Note:** In two Electronic Announcements posted on September 3, 2008 (and corresponding "COD Processing Update" items), we provide comprehensive information related to activities and deadlines that coincide with the end of the Federal fiscal year. These announcements are about [the September 25-28, 2008 COD System implementation and reporting hardware upgrade](#) and [the September 30, 2008 deadline for 2007-2008 ACG, National SMART Grant, and Pell Grant awards](#). Schools should refer to both Electronic Announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2007-2008 ACG, National SMART Grant, and Pell Grant origination, disbursement, and change records are submitted and accepted prior to the outages.

- **8:00 P.M. (ET) on Tuesday, September 30, 2008 through 6:00 A.M. (ET) on Thursday, October 2, 2008** – The [G5 Web site](#) will not be available. Schools will not be able to draw down Campus-Based, ACG, National SMART Grant, Pell Grant, TEACH Grant, or Direct Loan funds during this period.

This same information is posted in [a September 3, 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). The Department appreciates your



patience and understanding as it completes the required activities during the upcoming period. All financial processing is expected to be caught up by Tuesday, October 7, 2008.

### **COD Report, Batch Processing, & Web Site Suspensions/Outages September 25-28, 2008 (09/04/08)**

As explained in [a September 3, 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#), during the period September 26-27, 2008, Federal Student Aid plans to update the 2008-2009 COD System with functionality that supports Teacher Education Assistance for College and Higher Education (TEACH) Grant reporting functions as well as an enhancement to [COD Web site](#) password requirements. In addition to the implementation of the new functionality, Federal Student Aid plans to perform a hardware upgrade for the COD Reports area of the [COD Web site](#) during the period September 25-28, 2008.

In order to install the necessary system and Web site changes, the following suspensions and outages will occur:

#### ***Reports***

- The COD Reports area of the [COD Web site](#) will be unavailable from 3:00 A.M. (ET) on Thursday, September 25, 2008 until 11:00 P.M. (ET) on Sunday, September 28, 2008. During this period, a school will not be able to access reports through its COD Reporting NewsBox.
- Daily reports will be sent to a school's Student Aid Internet Gateway (SAIG) mailbox and available in the COD Reports area of the [COD Web site](#) (as applicable) according to the following schedule:

***For Thursday, September 25, 2008*** – Sent/Available Thursday, September 25, 2008

***For Friday, September 26, 2008*** – Sent/Available Monday, September 29, 2008

***For Monday, September 29, 2008*** – Sent/Available Tuesday, September 30, 2008

- Data requests submitted via the [COD Web site](#) or batch processing will be sent to a school's SAIG mailbox according to the following schedule:

***Submitted Thursday, September 25, 2008*** – Sent Thursday, September 25, 2008

***Submitted before 8:00 P.M. (ET) Friday, September 26, 2008*** – Sent Sunday, September 28, 2008

***Submitted after 8:00 P.M. (ET) Saturday, September 27, 2008 through Monday, September 29, 2008*** – Sent Tuesday, September 30, 2008

#### ***Batch Processing***

- COD batch processing will be suspended from 8:00 P.M. (ET) on Friday, September 26, 2008 until 8:00 P.M. (ET) on Saturday, September 27, 2008. Records submitted during



this period will be held and processed after 8:00 P.M. (ET) on Saturday, September 27, 2008.

- As explained in [a September 3, 2008 Electronic Announcement about the September 30, 2008 end of the Federal fiscal year](#) (and a corresponding “COD Processing Update” item), interruptions related to the end of Federal fiscal year processing will impact how the COD System will process financial data and when schools can obtain funds for the Federal student aid programs. These interruptions coincide with the COD System implementation period and are reiterated to ensure that schools prepare accordingly.

During the period September 26, 2008 through October 1, 2008, the COD System will accept Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), TEACH Grant, and William D. Ford Federal Direct Loan (Direct Loan) records. However, after 10:00 A.M. (ET) on Friday, September 26, 2008, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 (formerly GAPS) until Thursday, October 2, 2008.

All actual disbursements with a disbursement date from September 26, 2008 through October 2, 2008 must be received by the COD System ***no later than 10:00 A.M. (ET) on Friday, September 26, 2008***, and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 2, 2008 will be processed and funded after G5 re-opens on October 2, 2008.

### ***Web Sites***

- The [COD Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, September 26, 2008 until 8:00 P.M. (ET) on Saturday, September 27, 2008.
- The [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, September 26, 2008 until 8:00 P.M. (ET) on Saturday, September 27, 2008.

An individual starting the process by 7:00 P.M. (ET) on September 26, 2008 will be able to complete his or her MPN before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

- The [TEACH Grant Agreement to Serve \(ATS\) Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, September 26, 2008 until 8:00 P.M. (ET) on Saturday, September 27, 2008.

An individual starting the process by 7:00 P.M. (ET) on September 26, 2008 will be able to complete his or her ATS before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing ATS.



Federal Student Aid apologizes for any inconvenience the report, batch processing, and Web site suspensions and outages may cause and appreciates your understanding and patience while it completes these important activities.

### **2007-2008 ACG, National SMART Grant, And Pell Grant Processing Deadline (09/04/08)**

The deadline for electronically transmitting Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Federal Pell Grant (Pell Grant) records for the 2007-2008 Award Year to the COD System is ***Tuesday, September 30, 2008.***

In two Electronic Announcements posted on September 3, 2008 (and corresponding “COD Processing Update” items), we provide comprehensive information related to activities and deadlines that coincide with the September 30, 2008 deadline for 2007-2008 ACG, National SMART Grant, and Pell Grant awards. These announcements are about [the September 25-28, 2008 COD System implementation and reporting hardware upgrade](#) and [the September 30, 2008 end of the Federal fiscal year](#). Schools should refer to both Electronic Announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2007-2008 ACG, National SMART Grant, and Pell Grant origination, disbursement, and change records are submitted and accepted prior to the outages.

As you will read in the announcements and “COD Processing Update” items referenced above, all actual disbursements with a disbursement date from September 26, 2008 through October 2, 2008 must be received by the COD System ***no later than 10:00 A.M. (ET) on Friday, September 26, 2008***, and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. This means that all new 2007-2008 ACG, National SMART Grant, and Pell Grant awards and increases to 2007-2008 ACG, National SMART Grant, and Pell Grant awards must be submitted by the 10:00 A.M. (ET) deadline on Friday, September 26, 2008.

For additional information about the 2007-2008 ACG, National SMART Grant, and Pell Grant deadline, refer to [the September 3 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

**Note:** In [the September 3<sup>rd</sup> Electronic Announcement](#), Federal Student Aid informed schools that it will send 2007-2008 Reconciliation Reports to schools’ Student Aid Internet Gateway (SAIG) mailboxes during the period September 4-5, 2008. Due to the mass generation of these Reconciliation Reports, Federal Student Aid will use a “pseudo” Pell ID in the header and trailer of each file. This “pseudo” Pell ID will not be associated with the school that receives the report.

If a school is unable to download and then view, print, or import a report into a spreadsheet as explained in [the September 3<sup>rd</sup> Electronic Announcement](#), the school can request the report via the [COD Web site](#) or by submitting the batch data request for the appropriate program/award year message class via the SAIG. For information about how to request these reports, refer to Volume VI, Section 8 of the [2007-2008 COD Technical Reference](#).

### **Second 2007-2008 National SMART Grant Deobligation Due to No Corresponding Pell Grant Warning Message (09/03/08)**

On September 2, 2008, Federal Student Aid began processing a message to schools that have reported 2007-2008 National Science and Mathematics Access to Retain Talent Grant (National





SMART Grant) actual disbursements for a student who does not have a 2007-2008 Federal Pell Grant (Pell Grant) actual disbursement recorded in the COD System. The message is a warning that these disbursements will be considered overawards and reduced to a zero dollar amount (\$0.00), even if the disbursements were previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on September 16, 2008.

Federal Student Aid sent the September 2, 2008 warning message to schools' Student Aid Internet Gateway (SAIG) mailboxes in the message class SGTX08OP. Additionally, Federal Student Aid sent a file of student records reported to the COD System that do not have a corresponding 2007-2008 Pell Grant actual disbursement in the Reconciliation Report message class SGRC08OP. Schools that receive the warning message should review the accompanying Reconciliation Report and, if applicable, report 2007-2008 Pell Grant disbursements for affected students before September 16, 2008.

***Note Regarding Exception Process for No Corresponding 2007-2008 Pell Grant Due to R2T4 Calculation:***

Some of the student records included in the Reconciliation Report may be for students who do not have a corresponding Pell Grant for the 2007-2008 Award Year due to the documented full repayment of the Pell Grant as a result of a Return of Title IV Funds (R2T4) calculation. A school can inform Federal Student Aid of the student records to which this exception applies by calling the COD School Relations Center by September 12, 2008. A customer service representative will collect the following information from the school via the phone:

- School's Name
- School's Pell ID and G5 Award Number
- Student's First and Last Names
- Student's Social Security Number (SSN)
- Student's Grade Level
- National SMART Grant Award ID
- National SMART Grant Award Amount
- National SMART Grant Award Year-to-Date Disbursement Amount

Upon notification that an R2T4 exception applies, Federal Student Aid will exclude the applicable student records from the reduction scheduled for September 16, 2008.

If you have questions about the warning message or need to report an R2T4 exception (by September 12, 2008 as explained above) contact the COD School Relations Center.

**Second 2007-2008 ACG Deobligation Due To No Corresponding Pell Grant Warning Message (08/27/08)**

On August 26, 2008, Federal Student Aid began processing a message to schools that have reported 2007-2008 Academic Competitiveness Grant (ACG) actual disbursements for a student who does not have a 2007-2008 Federal Pell Grant (Pell Grant) actual disbursement recorded in the COD System. The message is a warning that these disbursements will be considered overawards and reduced to a zero dollar amount (\$0.00), even though the disbursements were



previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on September 9, 2008.

Federal Student Aid sent the August 26, 2008 warning message to schools' Student Aid Internet Gateway (SAIG) mailboxes in the message class AGTX08OP. Additionally, Federal Student Aid sent a file of student records reported to the COD System that do not have a corresponding 2007-2008 Pell Grant actual disbursement in the Reconciliation Report message class AGRC08OP. Schools that receive the warning message should review the accompanying Reconciliation Report and, if applicable, report 2007-2008 Pell Grant disbursements for affected students before September 9, 2008.

***Note Regarding Exception Process for No Corresponding 2007-2008 Pell Grant Due to R2T4 Calculation:***

Some of the student records included in the Reconciliation Report may be for students who do not have a corresponding Pell Grant for the 2007-2008 Award Year due to the documented full repayment of the Pell Grant as a result of a Return of Title IV Funds (R2T4) calculation. A school can inform Federal Student Aid of the student records to which this exception applies by calling the COD School Relations Center by September 5, 2008. A customer service representative will collect the following information from the school via the phone:

- School's Name
- School's Pell ID and G5 Award Number
- Student's First and Last Names
- Student's Social Security Number (SSN)
- Student's Grade Level
- ACG Award ID
- ACG Award Amount
- ACG Award Year-to-Date Disbursement Amount

Upon notification that an R2T4 exception applies, Federal Student Aid will exclude the applicable student records from the reduction scheduled for September 9, 2008.

If you have questions about the warning message or need to report an R2T4 exception (by September 5, 2008 as explained above) contact the COD School Relations Center.

**Peak Processing Reminder – Schools May Not Receive Acknowledgements/Responses As Quickly As Usual (08/27/08)**

As a reminder, the COD System processes a large volume of data during this time of year, and it may take a little longer than usual to complete daily processing.

We appreciate schools' patience during this peak processing period and request that a school wait 24 hours after sending a batch to the COD System before contacting the COD School Relations Center to report a missing acknowledgement/response. If the school does not receive the acknowledgement/response within 24 hours after sending the batch, the COD School Relations



Center will research the situation and ensure that the acknowledgement/response is sent to the school's Student Aid Internet Gateway (SAIG) mailbox.

Thank you for your patience and understanding during this period.

### **TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary (07/01/08)**

The College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan Program. During the period June 27-28, 2008, Federal Student Aid implemented COD System functionality that supports the processing of TEACH Grant awards for the 2008-2009 and subsequent award years. This functionality included implementation of the [TEACH Grant Agreement to Serve \(ATS\) Web site](#).

For TEACH Grant guidance refer to the following postings on the [Information for Financial Aid Professionals \(IFAP\) Web site](#):

- [Final Rule published on June 23, 2008 \(73 FR 35472\)](#) in the [Federal Register](#) provides the final regulations effective July 1, 2008 for the 2008-2009 Award Year.
- [Dear Colleague Letter GEN-08-01](#) provides policy information on all of the provisions of the CCRAA, including the TEACH Grant Program.
- [Dear Colleague Letter GEN-08-07](#) provides information on institutional eligibility for the TEACH Grant Program.
- [June 19, 2008 Electronic Announcement](#) provides information on Federal Student Aid's operational implementation of TEACH Grant Program functionality.
- [June 27, 2008 Electronic Announcement](#) provides information on the student aspects of the TEACH Grant Program that will be operational for July 1, 2008. This communication includes a "TEACH Grant Agreement to Serve (ATS) Web Site User Guide" designed to assist a student in completing his or her first electronic ATS.
- [2008-2009 COD Technical Reference](#) provides technical information related to the processing of TEACH Grant awards.

Federal Student Aid will continue to inform the community of the implementation of additional TEACH Grant functionality scheduled for implementation over the next several months. Please monitor the [IFAP Web site](#) for the forthcoming communications.